



1089 Mission St | San Francisco, CA 94103
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www.stjamesinfirmary.org

JOB DESCRIPTION

Administrative Associate

Full Time, \$65,000 annually (\$31 Hourly)

About St. James Infirmary:

St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmary works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Philosophy:

There are many factors which affect the working conditions and experiences for all Sex Workers including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of The St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally competent and non-judgmental services.

Position Overview

The Administrative Associate serves as a concierge for the organization and provides assistance for all administrative functions, support for operations and facilities management, assists with invoicing and bookkeeping. The Administrative Associate is invested in the Sex Worker community and can represent our issues effectively and enthusiastically. The Administrative Associate has strong communication skills, work ethic, and maintains a philosophy that all tasks are important to be done well, no matter how seemingly small. The Administrative Associate is a problem solver, emotionally available for staff, is a calming presence, and can handle any responsibility or crisis with efficiency and grace.

Duties and Responsibilities

Administration

- Check incoming mail and put into appropriate staff in-boxes.
- Assist with enhancements and updates to SJI website
- Take meeting minutes of Co-Director meetings and/or trainings.
- Order and organize office supplies and maintain all invoices
- Assist Registration Manager with greeting participants as they come to the office during regular working hours and answering the general reception line.

- Assist Administrative Services Director with organization and maintenance of staff files, contact list, google groups, and required employee documentation
- Assisting with employee and agency compliance with vaccinations, TB testing, and trainings.
- Work with Directors to create flyers and promotional materials.

Facilities Management

- Work closely with the Administrative Services Director to implement office protocols
- Work with the IT Manager and Co-Directorship to oversee systems updates and upgrades including network, database, and individual computers
- Assist Administrative Services Director and Facilities Manager with office functions including telecommunications, copy services, mail, supplies, janitorial, utilities, vendors, catering and equipment.
- Ensure that reception and common areas appear neat and professional
- Oversight of document storing and shredding functions

Accounting Assistance

- Log all donations and bank deposits into appropriate databases
- Maintain financial and in-kind donor correspondence with Thank You Cards and Tax Info.
- Assist with year-end donation letters for tax purposes
- Assist with online merchandise store; fulfill and mail all merchandise orders and maintain inventory of merchandise/memorabilia
- Assist with check requests
- Assist with the preparation and submitting of all Insurance and Licensing requirements. Including clinical license, liability insurances, automobile insurance.
- Forward all EDD inquiries to Finance Team
- Assist with preparation and submitting of all Government Contract Invoicing on a monthly basis

Required Skills and Qualifications

- 2+ years experience in Administrative management, and supporting nonprofit operations
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers
- Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, genders identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
- Ability to work collaboratively in a team and independently
- Ability to work in a field-based position with flexible hours
- Creative problem-solving skills
- Must be able to perform electronic data entry and precise documentation
- Excellent written, verbal, and interpersonal communication skills
- Highly organized and excellent attention to detail
- Ability to thrive and multitask in a fast-paced environment
- Capable of protecting sensitive information in a confidential manner
- Google Suite, Microsoft Office, Web/Internet, Social Media, and general computer literacy
- Bilingual English/Spanish preferred

How to Apply:

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to jobs@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Administrative Associate”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, and/or people of color to apply.*

Benefits:

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.